

Management System: Records Management

Subject Area: Records Management

Procedure 6: Records Disaster Prevention Inspections

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Lead Subject Matter Expert:
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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) organizations and may be adopted by an Environmental Management (EM) small site or supported site, at their discretion.

2.0 Required Procedure

The purpose of this procedure is to specify the actions to be taken on a monthly basis to inspect centralized file rooms, records holding/records storage areas that contain significant quantities of records. At a minimum, designated file rooms at the Chiquita Office location and the Springdale records holding area/storage area are to be inspected.

▲ Clarifying terms if adopted by an EM small site:

- Records Coordinator (RC) replaces the term Record Custodian (RC).
- Small sites Records Management Field Officer (RMFO) replaces the term RMFO.

Step 1	RMFO identifies the locations/areas to be inspected.
Step 2	RMFO contacts the Records Management (RM) staff and/or RC responsible for the location/area and provides date/time of the inspection in the event the RC would like to participate. Note: At a small site, additional RM staff or Records Custodians may not exist, in this event proceed to step 3.
Step 3	RM staff/organizational RC conducts the inspection. <ul style="list-style-type: none">• Evaluate the overall storage environment, conditions, and practices.• Include a random sampling and inspection of the stored documents to check for signs of insects, vermin, and moisture.

Step 4	RM staff/organizational RC completes the “Records Disaster Prevention Inspection Checklist” (Attachment)1. <ul style="list-style-type: none"> • If no issues are found, proceed to Step 5. • If issues/concerns are found, document and file for follow-up within 30 days. • Notify the appropriate individual(s) for resolution. • If resolved, proceed to Step 5; if not, file for follow-up and re-inspection within 30 days. • Return to re-inspect area to ensure issues have been resolved. • Once issues are resolved proceed to Step 5.
Step 5	RM staff /organizational RC finalize the checklist by signing the document and filing.

3.0 References

- 1) [Attachment 1: Records Disaster Prevention Inspection Checklist](#)
- 2) [Definitions](#)

4.0 Records Generated

Records generated through implementation of this technical instruction are identified as follows and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan.

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 16-07	Records Management Files – Records Storage Inspection Checklist	Office of Technical Support & Asset Management	Not Applicable